

# Parent Notifications

## Parent Notifications

Parent Notifications are automatic emails designed to keep parent(s) involved in their student(s) education process and to promote better communication between parents and teachers. With this feature, a teacher can keep parents informed of their student(s) progress in the program by creating any of several types of Parent Notification Requests. It is recommended that teachers enter valid email addresses under "My Attributes" prior to creating new notifications for this feature to work properly. Please note that the admin or teacher must set up "Parents" and "Parent Groups" before a new Notification can be created.

### To Create a Parent:

1. Click "Class Manager" on the left-hand side of the screen, then select the class.
2. Click the "Parent Notification" tab.
3. Click the icon to the right of a student's name.
4. Enter a parent's First Name, Last Name, Email Address, and select the Type from the dropdown box.
5. Click "Save."

### To Create a Parent Group:

1. Click "Class Manager" on the left-hand side of the screen, then select the class.
2. Click the "Parent Notification" tab.
3. Click "Add Parent Group."
4. Enter a name and description for the parent group.
5. Click each parent name under "Available Parents" and use the arrows to add the selected parent(s) to the "Parents in Group." Also you may click on "Move All Parents to Group" to move all the "Available Parents" to the "Parents in Group" section.
6. Click "Submit."

The screenshot shows the 'Parent Notification' interface. On the left, there's a sidebar with 'Class Manager' selected. The main area has two tabs: 'Add Parent' and 'Add Parent Group'. The 'Add Parent' tab is active, showing a form to add a new parent. The form includes fields for 'First Name', 'Last Name', 'Email Address', and a dropdown for 'Type'. Below the form, there's a list of 'Available Parents' and a list of 'Parents in Group'. The 'Add Parent Group' tab is also visible, showing a form to add a new parent group.

### To Create a Parent Notification:

1. Click "Class Manager" on the left-hand side of the screen, then select the class.
2. Click the "Parent Notification" tab.
3. Click "Add Parent Notification."
4. Select the Notification Type. There are several options available, including "Assignment Due/Reminder Alert" and "Low Score Warning."
5. Enter a Notification Name.
6. Select the Frequency, Time, Start Date, Program, and Subject from the dropdown boxes. Note: options may vary depending on Notification Type.
7. Select the Recipients from the "Send To" dropdown box.
8. Click "Submit." Click "Preview Email" to see how the email will appear to selected recipient(s) (optional).

The screenshot shows the 'Add Parent Notification' form. It includes fields for 'Notification Name', 'Frequency', 'Time', 'Start Date', 'Program', and 'Subject'. There's also a 'Send To' dropdown box and a 'Preview Email' button. The form is designed to create a new parent notification.

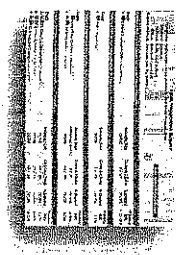
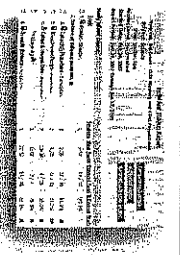
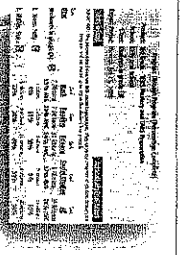
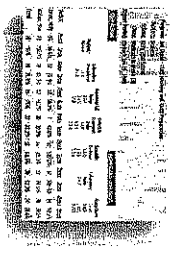
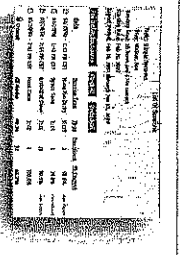
Notification	Description
Assignment Creation Alert	This notifies the parents when a new assignment has been assigned to students in this class.
Assignment Due/Reminder Alert	This notifies the parents when an assignment is close to the due date for students who haven't completed the assignment.
Assignment Overdue/Late Alert	This notifies the parents when an assignment has passed the due date for students who haven't completed the assignment.
Blue Ribbon Alert	This notifies the parents when a student achieves a Blue Ribbon in a subject. An email is sent with the name of program and subject where the student earned the Blue Ribbon. If no Blue Ribbons were earned for a student during the notification period, then no email will be sent to the student's parents.
General Email	This is a general email that can be sent to the student's parents. The body of the email is free-form and can be used to communicate study island or non-study island information to the parents.
Individual Student Report	This sends an email with a link to the existing Individual Student Report based on the program and subject(s) specified.
Low Score Warning	This notifies the parents when their student's correct percentage falls below the percentage specified for a specific subject within a program.
Suggested Topics	This sends an email with a link to the existing Suggested Topics Report based on the program and subject specified.

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800-419-3191  
support@studyisland.com

IF YOU WANT TO:

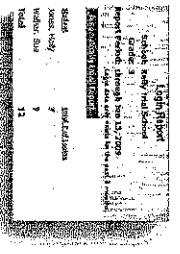
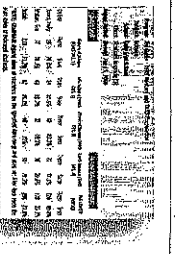
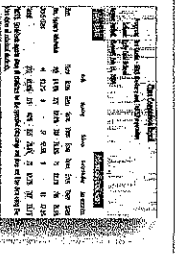
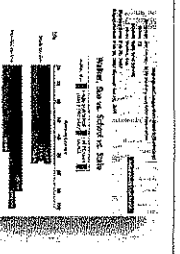
TRY THIS:

Find the strengths/weaknesses of the class	Select Class Summary Report. Select "By Subject." Click "Suggested Topics" or "Performance Level Breakdown."	
View individual statistics for a student's progress	Select Individual Student Report. Choose the student you'd like to view.	
Find the percentage of the program that has been completed with Blue Ribbons	Select Blue Ribbon Report. Select the class and program you wish to view.	
View a breakdown of all students and their progress within a subject and topic	Select Class Gradebook Report. Choose "By Subject Broken Down by Topic."	
View a student's missed questions	Select Individual Student Report and view the report. Click on the session number for the topic you'd like to view. Click "View Missed" to see the missed questions.	

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IF YOU WANT TO:

TRY THIS:

View the dates and times of student logins	Select Login Report. Use the filter function to see specific dates and times within the previous three months.	
View student statistics based on state assessment reporting categories	Select Class Gradebook Report. Select "Subject Broken Down by Reporting Category."	
Compare usage and performance between classes and/or grade levels	Select Class Comparison Report. Select "By Program Broken Down by Subject." Choose the classes and program you'd like to view.	
Compare students with other Study Island users in the state	Select Class Summary Report or Individual Student Report (if running the Individual Student Report). Click "Compare with Others."	
View results for an assignment created in Class Manager	Select Assignment Report. Select the class and assignment.	